


MEMORANDUM FOR: All OTR Unit Chiefs

STATINTL

FROM:


Chief, Plans and Resources Staff

SUBJECT: Documents Forwarded to or from Field
Stations, Based on OTR Requirements

1. A DDA Task Force named CRAFT, Clandestine Records Application Field Terminal, is seeking to identify items that result in paper flow to, from, and between field stations. This action is being taken preparatory to determining what would be involved in automating correspondence to field stations and bases.

2. OTR has been asked to participate in this exercise and to identify paperwork, correspondence, reports, etc., which are generated because of regulations/requirements peculiar to OTR.

3. Please complete the attached form identifying all OTR correspondence/reports peculiar to OTR and forward the completed forms to C/PRS by 4 November 1977. It will be necessary to duplicate the attached forms in order to report separately on each type of correspondence applicable to your unit.



STATINTL

Attachment

S E C R E T
(When filled in)

1. Identify report, correspondence, regulation, data, etc. by name and briefly describe purpose.

2. Prepared by:

_____ Headquarters (Name Component _____)
 _____ Field station (all stations _____, only class _____, only
 stations in _____ Division)
 _____ External (covert asset _____, liaison _____, other U.S. Agency _____)

3. Destination:

_____ Headquarters (Name Component _____)
 _____ Field station (all stations _____, only class _____, only
 stations in _____ Division)
 _____ External (covert asset _____, liaison _____, other U.S. Agency _____)

4. Source of requirement:

_____ Legal (U.S. Law)
 _____ Regulation
 _____ Notice
 _____ Instruction
 _____ Agreement (describe) _____
 _____ Special (describe) _____
 _____ Operational development
 _____ Other (specify) _____

5. Type of information conveyed:

_____ Primarily narrative
 _____ Narrative and numeric
 _____ Primarily numeric
 _____ Other (specify, e.g. photo) _____

S E C R E T
(When filled in)

2. IMPORT CL BY 019281

6. Sensitivity:

☐ Routine
☐ RYBAT
☐ P&L
☐ Special Clearance (codeword, etc.)

7. Format:

☐ Free
☐ Prescribed
☐ Preprinted form

8. Frequency of preparation:

<input type="checkbox"/> Daily	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually
<input type="checkbox"/> Weekly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other (specify) _____
<input type="checkbox"/> Biweekly	<input type="checkbox"/> Semiannually	

9. Mode of transmission:

☐ Pouch
☐ Telepouch
☐ Cable

10. Page size:

<input type="checkbox"/> 8-1/2 x 11	<input type="checkbox"/> Card
<input type="checkbox"/> 8-1/2 x 14	<input type="checkbox"/> Other (specify) _____

11. Average message length:

<input type="checkbox"/> 1-2 pages	<input type="checkbox"/> 9-10 pages
<input type="checkbox"/> 3-4 pages	<input type="checkbox"/> 11-25 pages
<input type="checkbox"/> 5-6 pages	<input type="checkbox"/> other (specify) _____
<input type="checkbox"/> 7-8 pages	<input type="checkbox"/> Highly variable

12. Mode of retention:

☐ Paper
☐ Film
☐ Digital

13. Automated system in which currently processed and/or stored, if any. Specify system by name. _____

14. Desired time of retention at Headquarters:

_____ 2 weeks or less
_____ 1 month
_____ 2-3 months

_____ 4-6 months
_____ 7-12 months
_____ Other (specify) _____

15. Desired time of retention in the Field:

_____ 2 Weeks or less
_____ 1 month
_____ 4-6 months

_____ 7-12 months
_____ Other (specify) _____

16. Foreign text:

_____ Usually
_____ Occasionally
_____ Never

17. Frequency of access by Headquarters:

_____ Daily
_____ Weekly
_____ Biweekly

_____ Monthly
_____ Quarterly
_____ Semiannually
_____ Annually
_____ Other (specify) _____

18. Frequency of access by the field (station personnel_____, covert asset_____, liaison_____, other Agency_____):

_____ Daily
_____ Weekly
_____ Biweekly

_____ Monthly
_____ Quarterly
_____ Semiannually
_____ Annually
_____ Other (specify) _____